



AMERICAN CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT

for

Cook

at

U.S. Consul General's Residence, Hyderabad

The Consul General's Residence in Hyderabad is seeking an individual for the position of Cook.

Applicants must apply on Application form for Employment or submit a résumé/curriculum vita providing the same information equal to what is found on the form. The form is available on Consulate website (see application procedures below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All interested candidates

POSITION: Cook*

OPENING DATE: October 4, 2013

CLOSING DATE: October 18, 2013

WORK HOURS: Full-time; 45 hours/week

SALARY: Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: *The employee is paid by and under contract to the Principal Employer and s/he will not be considered an employee of the United States Government.

BASIC FUNCTION OF POSITION

- Shops for food, selecting the best produce, meat and fish available and bargaining for a good price.
- Is provided sufficient funds by the CGR Manager for shopping and providing a daily accounting of food items purchased to the CGR Manager, including receipts where appropriate.
- Cleans fruit and vegetables per instructions from the Consulate Medical Unit.
- Prepares meals, including Western cuisine, and other food/drink requirements for the Consul General and his guests.
- Assists the CGR Manager in planning menus for the Consul General's representational events. Prepares the meals for these events.
- Is responsible for the daily cleaning of the kitchen, including the stove, counters, cupboards, refrigerator and appliances.
- Works with the CGR Bearer to ensure weekly heavy cleaning of the kitchen.
- Thoroughly cleans the CGR, including staff quarters. Cleaning includes but is not limited to dusting, vacuuming, mopping floors, cleaning windows, washing dishes.
- Puts rooms in order.
- Makes the beds, rotating mattresses once a month. Changes linens as required.
- Other duties as assigned.

QUALIFICATIONS REQUIRED

1. Minimum three years of related experience.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment available on website
<http://hyderabad.usconsulate.gov/jobopportunities.html>
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.
FAX: 4033-8301

or

E-mail: HyderabadVacancies@State.gov

Please insert "Application for Cook" in the subject of the E-mail. Applications without the Subject or with an incorrect Subject will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business October 18, 2013.

Approved by: MO: L Moeller